Community Affairs File

Schools (VC)

Terre Haute North offers Intensive Office Lab Program

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Terre Haute North Vigo High School is offering an Intensive Office Laboratory program, a two-semester, two-hour vocational business class for senior students preparing for an office career. The course is taught by Terese Sasso.

The IOL is designed to simulate an actual office environment. Students train on the types of equipment found in local business offices: Lanier EZ-1 Word Processors, IBM 75 Electronic Memory Typewriter, IBM Selectric and Royal Typewriters, AB Dick Mimeograph, Fluid Duplicator and Electronic Stencilmaker, Thermo-Fax, Photocopy Machine, Six-Key Business Telephone, Sharp Electronic Printing/Display Calculators and Lanier and Dictaphone Machine Transcribers.

In addition, IOL students have studied filing, letterwriting, and formatting of documents with emphasis on producing "mailable" copy. Students' work is graded as "mailable" or "nonmailable." "Nonmailable" work must be resubmitted.

All IOL students receive a solid background in general office procedures. However, students may also elect to receive training in the following career areas: secretary, medical secretary, legal secretary, insurance clerk/secretary, accounting, and clerk-typist.

Emphasis is also placed on developing job attitudes necessary for today's successful office worker. Good attendance, confidentiality, and good grooming are stressed.

During the middle of the second semester, IOL students are placed in local business offices for a non-paid six-week work experience where they receive practical on-the-job training. Every effort is made to place students in offices related to their career goal; thus, those students who have elected to study medical secretarial would be placed in some type of medical facility. In addition, every effort is made to provide the student-learner with a variety of experiences while on the job.

Students attend classes at North until approximately 11:30 a.m. They are then available to report to their jobs. Students then work until the close of the business day. The teacher/coordinator, Terese Sasso, visits with employed students to observe their progress and to work with the employer-sponsor to develop the students' highest potentials.

The employer-sponsor is asked to evaluate the student-learner at the end of the six-week work experience.

ARE YOU INTERESTED IN...

1) Helping local youth prepare for business careers? You will find that students are highly enthusiastic, motivated, and receptive to instruction.

2) Attracting better job applicants? Past IOL employers have hired many of the student-learners as full-time employees.

3) Providing scheduling flexibility–student learners can help alleviate tight, inflexible scheduling of full-time employees.

4) Building good will for your company with the Terre Haute community by cooperating with the schools in the development of Terre Haute youth.

PLEASE JOIN US IN PARTNERSHIP

If you are interested in participating in the IOL program, please telephone Miss Terese Sasso, IOL Coordinator, at North High School (238-4491). Interested employers are provided detailed information regarding educational background and skill levels of student-learners. Employer interviews with students will be conducted in order to ensure an appropriate match of students with business requirements.

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Vigo County Public Library

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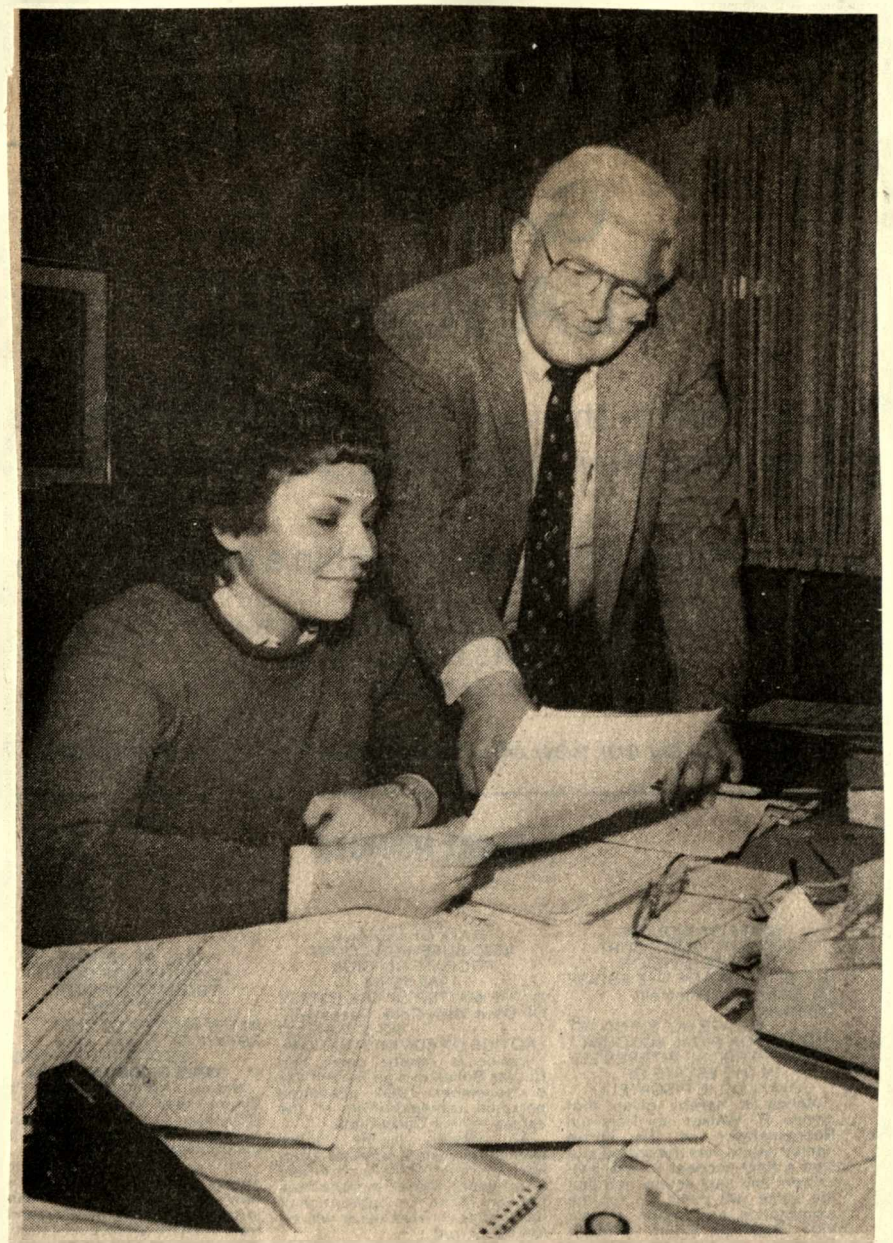

Photo by House of Photography

Toni Wheat is a successful graduate of the Office Lab Program. Toni is shown here with her new employer, Bill Streeter, of Streeter Insurance at The Meadows.